**Application for Leave of Absence during Term Time**

This form should be completed **AT LEAST SIX WEEKS** before the date when you want the period of absence to start. A separate application must be completed for each child.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of School | | | |  | | | | | | |
| Pupil’s full name | | | |  | | | | | | |
| Address | | | |  | | | | | | |
| Form / Class Name | | | |  | | | | | | |
| Date of Birth | | | |  | | Year Group | | |  | |
| **Period of Absence** | | | | | | | | | | |
| From |  | | | | | To |  | | | |
| Number of school days | | |  | | | Return to School date | | | |  |
| **Absence**  (if request is for a family holiday, please explain the exceptional circumstances why it MUST be in term time) | | | | | | | | | | |
| **For more information: centralbedfordshire.gov.uk - Schools and education - Pupil support - School attendance - Holidays in term time** | | | | | | | | | | |
| Name | |  | | | Relationship to pupil | | |  | | |
| Signed | |  | | | Date | | |  | | |

|  |  |
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| **Please indicate if your child has siblings in our feeder schools:** | |
| Arnold Academy  Harlington Upper School  Parkfields Middle School  Ramsey Manor Lower School  Westoning Lower School | Chalton Lower School  Eversholt Lower School  Greenfield & Pulloxhill Lower Schools  Harlington Lower School  Silsoe Lower School  Sundon Lower School  Toddington St George C of E School |

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| **SCHOOL ACTION**  Current Attendance: ................. | Previous holidays checked  Liaise with feeder schools prior to decision/authorisation  Headteacher informed  Supporting evidence required |

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| **Decision Regarding Request for Leave of Absence in Term Time** | |
| Number of days requested |  |
| Absence request authorised |  |
| Absent request unauthorised |  |
| Absent request can be partly authorised |  |
| Reason for decision |  |
| Signed by Headteacher |  |